Syllabi

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Syllabus Writing Resources

See the Faculty Innovation Center’s resources on syllabi writing, here: https://facultyinnovate.utexas.edu/effective-syllabus

Requirements

The University of Texas requires faculty provide students a course syllabus by the first meeting day of all classes. The syllabus must contain the following items:

1. Course name, number, semester/year and Unique #
   - Ex: EDP 308 Statistical Reasoning and Literacy, Spring 2017, Unique # 10550
2. Course Instructor name
3. Instructor office location and office hours
4. If course has TA: TA name, office location and office hours, only on version distributed to students enrolled in the course.
5. Overview of course, including prerequisites and the subject matter of each lecture or discussion.
6. Grading policy, including whether attendance is used in determining the class grade, and whether plus/minus grades will be assigned for the final grade.
7. 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.
8. Final exam date and time
9. A list of required and recommended materials, such as textbooks, supplies, and packets
10. Course web site, if applicable
11. The statement: “The University of Austin provides upon request appropriate academic accommodations for qualified students with disabilities. For more information, contact the Office of the Dean of Students at 512-471-6259, 512-471-6441 TTY.”

Recommendations

The following information from the University is recommended as well:

The University of Texas Honor Code

The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the University is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

Scholastic Dishonesty

The University defines academic dishonesty as cheating, plagiarism, unauthorized collaboration, falsifying academic records, and any act designed to avoid participating honestly in the learning process. Scholastic dishonesty also includes, but is not limited to, providing false or misleading information to receive a postponement or an extension on a test, quiz, or other assignment, and submission of essentially the same written assignment for two courses without the prior permission of the instructor. Scholastic dishonesty damages both the student’s learning experience and readiness for the future demands of a work-career. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. For more information on scholastic dishonesty, please visit the Student Judicial services Web site at http://deanofstudents.utexas.edu/sjs
Undergraduate Writing Center

The Undergraduate Writing Center, located in the FAC 211, offers individualized assistance to students who want to improve their writing skills. There is no charge, and students may come in on a drop-in or appointment basis. Phone: 512-471-6222.

Services For Students With Disabilities

The University of Texas at Austin provides upon request appropriate academic accommodations for qualified students with disabilities. For more information, contact the Office of the Dean of Students at 512-471-6259, 512-471-4641 TTY.

Religious Holidays

Religious holy days sometimes conflict with class and examination schedules. If you miss a work assignment or other project due to the observance of a religious holy day you will be given an opportunity to complete the work missed within a reasonable time after the absence. It is the policy of the University of Texas at Austin that you must notify each of your instructors at least fourteen days prior to the classes scheduled on dates you will be absent to observe a religious holy day.

University Electronic Mail Notification Policy

All students should become familiar with the University’s official e-mail student notification policy. It is the student’s responsibility to keep the University informed as to changes in the student’s e-mail address. Students are expected to check e-mail on a frequent and regular basis in order to stay current with University-related communications, recognizing that certain communications may be time sensitive. The complete text of this policy and instructions for updating your e-mail address are available at http://www.utexas.edu/its/policies/emailnotify.html.

Use of Canvas

This course uses Canvas (http://canvas.utexas.edu), a Web-based course management system in which a password-protected site is created for each course.

Classroom Evacuation Procedures

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. 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. 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. 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.

Student Safety and Resources


UT Counseling & Mental Health Center: 512-471-3515; 24/7 Crisis Line 512-471-2255; https://www.cmhc.utexas.edu

SURE Walk: provides walking companions on campus from the hours of 7PM - 2AM, Monday-Sunday, (512) 232-9255; http://utsg.org/projects/sure-walk

UT Student Safety website: https://operations.utexas.edu/units/csas/