

# Syllabi

On this page:

- [Syllabus Writing Resources](#)
- [Requirements](#)
- [Recommendations](#)

## Syllabus Writing Resources

See the Center for Teaching and Learning's [resources on syllabi writing](#) >

## 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 title, 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 (optional for public version)
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, the subject matter of each lecture or discussion, learning outcomes for the course and how they will be assessed.
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. Canvas site or class website, if applicable
11. A notice that students with disabilities may request appropriate academic accommodations from Disability and Access (D&A) at <https://diversity.utexas.edu/disability/>. Suggested wording available [here](#).
12. [Honor Code](#)

## Recommendations

The following information, among other topics, from the University is [recommended](#) as well:

## Academic Integrity

Students who violate University rules on academic misconduct are subject to the student conduct process. A student found responsible for academic misconduct may be assigned both a status sanction and a grade impact for the course. The grade impact could range from a zero on the assignment in question up to a failing grade in the course. A status sanction can range from a written warning, probation, deferred suspension and/or dismissal from the University. To learn more about academic integrity standards, tips for avoiding a potential academic misconduct violation, and the overall conduct process, please visit the Student Conduct and Academic Integrity website at: <http://deanofstudents.utexas.edu/conduct>.

## University Writing Center

The [University Writing Center](#), located in The Perry-Castañeda Library, 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.

## Accessibility & Inclusion

The university is committed to creating an accessible and inclusive learning environment consistent with university policy and federal and state law. Please let me know if you experience any barriers to learning so I can work with you to ensure you have equal opportunity to participate fully in this course. If you are a student with a disability, or think you may have a disability, and need accommodations please contact Services for Students with Disabilities (SSD). Please refer to [SSD's website](#) for contact and more information. If you are already registered with SSD, please deliver your Accommodation Letter to me as early as possible in the semester so we can discuss your approved accommodations and needs in this course.

## 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.

## Use of Canvas

This course uses [Canvas](#), 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.

## Safety and Resources

Behavior Concerns Advice Line: 512-232-5050; [website](#)

UT Counseling & Mental Health Center: 512-471-3515; 24/7 Crisis Line 512-471-2255; [website](#)

SURE Walk: provides walking companions on campus from the hours of 7PM - 2AM, Monday-Sunday, (512) 232-9255; [website](#)

UT Night Rides: free rides through Lyft that originate from Main Campus, Pickle Research Center (PRC), or Dell Pediatric Research Institute (DPRI) and drop off in specified areas (mirrors current UT Shuttles routes and Red River area) 7 days a week from 11 p.m. to 4 a.m.; [website](#)

UT Student Safety: [website](#)