### The UT Arlington Syllabus Template for 2015-16

**Frequently Asked Questions**

### What's new for 2015-16?

The two most important revisions to the template are:

1. The new section titled “Title IX”; and
2. An important change in the wording of the attendance policy.

Both of these two elements include required verbiage. We have also made minor revisions throughout; added a new optional paragraph about the Writing Center; inserted a new end-of-syllabus text box with emergency contact numbers; and updated the information about the library.

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### When must my course syllabus be issued and posted?

A syllabus for each course that you teach (as the instructor of record) must be made available to students in a medium of your choosing (hard copy, electronic format, or both) by the first day of class.

### Where must each syllabus be posted?

Regardless of how you make a syllabus available to students, a syllabus for each course you teach must be posted to your faculty profile by the first day of class.

- To access your faculty profile, go to [https://www.uta.edu/mentis](https://www.uta.edu/mentis).
- For guidance on how to upload your syllabus to the Profile System, visit [https://www.uta.edu/provost/administrative-forms/index.php](https://www.uta.edu/provost/administrative-forms/index.php) and choose one of the two “how to” options under “course-related information.”

Use of the Profile System has allows for compliance with state law regarding public access to course information. This system, housed with the “Mentis” platform, is the sole official University repository for all syllabuses. While you may post or archive a syllabus in other locations, doing so does not meet the requirement to post the syllabus in the Profile System.

### Who is responsible for ensuring that a syllabus has been posted online?

The timely and accurate posting of all course syllabuses is the joint responsibility of the course instructor and his or her immediate supervisor. While some units may delegate the task to an administrative staff person, the instructor and his or her immediate supervisor share responsibility for adherence to relevant policies.

### What must be in the syllabus?

See the following pages for University-required elements. Contact your home unit for additional advice pertaining to any relevant local policies.

### Is my syllabus binding?

Yes, in that the syllabus represents a good faith account of what you have planned for the course. As the instructor of record, you may always make adjustments that serve your students’ best educational interests. Any changes to the syllabus should be announced in a timely fashion, particularly if the change involves a major exam, paper, or project. It is further advised that any syllabus changes be issued in writing (e.g., via e-mail, in Blackboard, or with a handout).

### May I adjust the formatting of the official template?

Yes! You control the formatting and visual presentation of your syllabus. What’s most important to take from this template is content. In the template:

- **Black text** is required.
- **Blue text (except for hyperlinks)** is optional.
- **Red text** is information for you; be sure to remove it from the final document.

Specific colleges, schools, departments, or programs may require additional text. Consult your unit administration for details.

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**Direct questions about syllabus policies to the Division of Faculty Affairs.**

This first page is not part of the syllabus. The syllabus template begins on the following page.
Instructor(s): [Insert Name(s)]

Office Number: [Insert building and office number]

Office Telephone Number: [Insert office telephone number. If you do not have an office telephone, insert the number of your academic department. [Providing a personal phone number is strongly discouraged (e.g. cell phone number), as your syllabus will be publically accessible on the internet.]

Email Address: [Insert your UT Arlington email address] [For reasons of web security, faculty, staff, and students must use their official UT Arlington e-mail address for all university-related business.]

Faculty Profile: [Insert your Profile URL, e.g. https://www.uta.edu/profiles/vistasp-karbhari.] [If you elect to include this URL, be sure that the URL is associated with your profile, and not somebody else’s.]

Office Hours: [Insert schedule of office hours] [As neither the UT System nor UT Arlington has any official policies that specify the length, frequency, or scheduling of faculty office hours, policies determined by each college, school or departmental shall prevail; where no such policy exists, faculty members should establish office hours that reflect sound professional judgments made in the best educational interests of their students.]

Section Information: [Insert course prefix, number, and section]

Time and Place of Class Meetings: [Insert building, classroom number, day and time of meeting]

Description of Course Content: [Insert brief description of course content.] [Suggestion: Cut and paste the course description as it appears in the catalog.]

Student Learning Outcomes: [Insert measurable student learning outcomes] [For assistance on how to write useful learning outcomes, visit http://www.uta.edu/ctle/assessment/index.php.]

Required Textbooks and Other Course Materials: [Insert list of all required materials followed by a list of other materials that are optional.]

Descriptions of major assignments and examinations: [Insert a description of major course requirements, examinations, and projects.] [How to define “major” is left to you. You may also elect to indicate the anticipated due date for each task, but doing so is not required.]

Attendance: At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, [insert your attendance policy and/or expectations, e.g. “I will not take attendance” or “I allow students to attend class at their own discretion” or “I have elected to take attendance but will not factor attendance into the grade” or “I have decided that attendance at class meetings is not required but strongly encouraged” or “I have established following attendance policy: …”]

[Important! Be sure that you include this section on attendance, even if you do not track attendance or factor attendance into the grade. It is important that students understand that any attendance rules applied in your course are your own and not a matter of institutional policy. Doing so will keep the University in compliance with Federal regulations as they apply to Title IV funding. (For a summary, see http://www.tgsic.org/pdf/Program-integrity-R2T4-Taking-Attendance.pdf.) If you are teaching a course in which attendance / hours must be tracked to meet other non-institutional requirements (e.g., to earn an academically-grounded professional credential), then be sure to clearly indicate the agency that has established the requirement.]
Other Requirements: [Optional.] [If relevant, insert special requirements such as specific and course prerequisites, out-of-class meetings, etc. It is especially important to let students know if there are any requirements that go beyond regular class meetings so that those with other responsibilities (family, work, other courses) can plan accordingly.]

Grading: [Insert a detailed description of grading policies, including how the final grade will be calculated.] [Suggested additional language: Optional] Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels; see “Student Support Services,” below.

Make-up Exams: [Optional.] [Insert your make-up exam policy, if any.]

Expectations for Out-of-Class Study: [Optional.] [A general rule of thumb is this: for every credit hour earned, a student should spend 3 hours per week working outside of class. Hence, a 3-credit course might have a minimum expectation of 9 hours of reading, study, etc.] [Suggested language] Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional ## hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

Grade Grievances: [Optional.] Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog. [Some instructors opt to cut and paste the relevant policy here. No faculty members, department, school or college may create his/her/its own grade grievance policy. For undergraduate courses, see http://catalog.uta.edu/academicregulations/grades/#undergraduate; for graduate courses, see http://catalog.uta.edu/academicregulations/grades/#graduate.

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student’s responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (http://www.uta.edu/aa/).

Disability Accommodations: UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364.
Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671.

Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Title IX: The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos. For information regarding Title IX, visit www.uta.edu/titleIX.
Academic Integrity: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents’ Rule 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University.

Lab Safety Training: [Required for laboratory courses in the Colleges of Engineering and Science] Students registered for this course must complete all required lab safety training prior to entering the lab and undertaking any activities. Once completed, Lab Safety Training is valid for the remainder of the same academic year (i.e., through the following August) and must be completed anew in subsequent years. There are no exceptions to this University policy. Failure to complete the required training will preclude participation in any lab activities, including those for which a grade is assigned. [As necessary, continue with specific course-based information regarding the module(s) required, etc.]

Electronic Communication: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

Student Feedback Survey: At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit http://www.uta.edu/sfs.

Final Review Week: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures: [Required for face-to-face courses; should be omitted for online courses] Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located [insert a description of the nearest exit/emergency exit]. When exiting the building during an emergency, one should never take an elevator.
but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

As you see, this section requires faculty members to be fully aware of the exits nearest their classrooms, even before the semester begins. In the case that you are unable to ascertain this information in time for your syllabus, you must be sure to explain to your students on day one how best to exit the building. Inclusion of this verbiage as well as a brief discussion on the matter with your students at the beginning of the term is mandated by UT Arlington Procedure 7-6: Emergency/Fire Evacuation Procedures (http://www.uta.edu/police/Evacuation Procedures.pdf)

[Should you learn that your class roster includes students with physical/sensory disabilities, you should arrange to meet in private with each of these students to discuss their needs for assistance in the event of an emergency evacuation.]

**Student Support Services:** [Required for all undergraduate courses] UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at http://www.uta.edu/universitycollege/resources/index.php

**The English Writing Center (411LIBR):** [Optional.] Hours are 9 am to 8 pm Mondays-Thursdays, 9 am to 3 pm Fridays and Noon to 5 pm Saturdays and Sundays. Walk In Quick Hits sessions during all open hours Mon-Thurs. Register and make appointments online at http://uta.mywconline.com. Classroom Visits, Workshops, and advanced services for graduate students and faculty are also available. Please see www.uta.edu/owl for detailed information.

**Librarian to Contact:** [Optional.] [Insert the name and contact information – look up here: http://www.uta.edu/library/help/subject-librarians.php ] [See the end of this document for additional information about library links that might be embedded in your syllabus or other course materials.]

[Additional information specific to your College, School, Departmental, or Program may also be included in the syllabus. Check with your academic unit’s leadership for details.]

**Course Schedule**

[Required]

You must provide students with a schedule / timetable for the course. Furthermore, per House Bill 2504, your course schedule must “[provide] a general description of the subject matter of each lecture or discussion.”

In your course schedule, you should strive to indicate (to the extent possible) dates for all major work to be completed. (The definition of “major” is left to the discretion of each instructor.)

Immediately before or after the course schedule, you are encouraged to include the following verbiage (or something similar): “As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. —First M. Last.” Should you find adjustments to be necessary, please do your best to advise students in a timely manner. (The definition of “timely” is left to the discretion of each instructor.)

If you plan to include important administrative dates (e.g., the officially-scheduled time slot for your course’s final examination, the last day to drop), please be sure to double-check the relevant information published by the Office of Records and Registration and the Academic Calendar.
Emergency Phone Numbers: [Optional but strongly recommended] In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. Non-emergency number 817-272-3381

[We strongly recommend that you place this information at the very end of your course syllabus or in the footer of the first page. We further recommend that you enter the UTA Police Department’s emergency phone number into your own mobile phone.]

This final section is not part of the syllabus template, but a message from the UT Arlington Library.

Faculty members should feel free to incorporate any of the following information into your course syllabus or other course materials.

- Library Home Page: [Link to UT Arlington Library]
- Subject Guides: [Link to UT Arlington Library Subject Guides]
- Subject Librarians: [Link to UT Arlington Library Subject Librarians]
- Course Reserves: [Link to UT Arlington Library Course Reserves]
- Library Tutorials: [Link to UT Arlington Library Tutorials]
- Connecting from Off-Campus: [Link to UT Arlington Library Off-Campus Access]
- Ask A Librarian: [Link to UT Arlington Library Ask A Librarian]

The subject librarian for your area can work with you to build a customized course page to support your class if you wish. For examples, visit [Link to UT Arlington Library OpenCourseWare] and [Link to UT Arlington Library Political Science Course Pages].