# **Course Syllabus**

|  | **Course** | Insert Course Prefix, Number, Section Here |
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|  | **Course Title** | Insert Course Title Here |
|  | **Professor** | Insert Professor's Name Here |
|  | **Term** | Insert Beginning & Ending Dates OR Semester & Year Here |
|  | **Meetings** | Insert Times, Days of Week. Location Optional |

## Professor’s Contact Information

| **Office Phone** | Primary Contact Phone Number |
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| **Other Phone** | Optional Phone Contact Number |
| **Office Location** | Office or Other Meeting Location for Consultation |
| **Email Address** |       |
| **Office Hours** | State time/day and how office hours will be held, e.g., BlackBoard Collaborate or MS Teams (add appropriate links) and/or optional phone call; please ensure student's identity in adherence to FERPA |
| **Other Information** | Insert any other information you'd like to include, such as "I don't read eLearning mail" |

## Instructor Resources

[Registrar's Intranet](https://sites.utdallas.edu/registrar-intranet/): please log in with your UTD NetID and password to access this site. Information that faculty need about grading, scheduling, and other essential aspects of our responsibilities related to teaching are made available and updated regularly in the Registrar's Intranet. This source of information can only be accessed by logging in with your UTD NetID and password. Many important faculty questions are answered here, and this is information that faculty members are expected to know and understand.

[FERPA Guidelines](https://www.utdallas.edu/registrar-intranet/faculty/ferpa-faculty-guidelines/): you will be asked to log in before you access the FERPA Faculty Guidelines webpage on the Registrar's Intranet. If faculty have additional questions about FERPA guidance, please email the Office of the Registrar for the proper student consent forms and further instructions. NOTE: Class recordings from prior semesters may be used as long there are no identifiable student information due to [FERPA](https://registrar.utdallas.edu/legislative-policies/ferpa/) because instructors will need students’ written consent first. Please review your previous class recordings for identifiable student information before using them in the current term. For additional guidance, contact the Office of the Registrar.

[Honorlock](https://ets.utdallas.edu/testing-center/distance-learning/): Online proctoring tool will be available for fully online courses and for classes with enrolled international students who are not yet in the United States.

[UT System Resources for Creating Accessible Course Content](https://www.utsystem.edu/sites/moer/introduction-accessibility): designed to assist faculty with developing course content

## General Course Information

| **Pre-requisites, Co-requisites, & other restrictions** | Insert any restrictions on enrollment, including prior knowledge or required skill |
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| **Course Description** |       |
| **Learning Outcomes** | List Student Learning Outcomes or other course objectives here. |
| **Required Texts & Materials** |       |
| **Suggested Texts, Readings, & Materials** |       |

## Assignments & Academic Calendar

*[Topics, Reading Assignments, Due Dates, Exam Dates*

| **Insert Week Number OR Range of Dates for week** | Insert topics, assignments, etc. If you copy/paste, your formatting may not work correctly. |
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Insert Exam Date(s), Time(s)

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| **Course Policies** |  |
| **Class Materials** | The instructor may provide class materials that will be made available to all students registered for this class as they are intended to supplement the classroom experience. These materials may be downloaded during the course; however, these materials are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class or uploaded to other online environments except to implement an approved AccessAbility Resource Center accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](https://policy.utdallas.edu/utdsp5003). |
| **Class Attendance** | The University’s attendance policy requirement is that individual faculty set their course attendance requirements. Regular and punctual class attendance is expected. Students who fail to attend class regularly are inviting scholastic difficulty. In some courses, instructors may have special attendance requirements; these should be made known to students during the first week of classes.  |
| Class Participation | Regular class participation is expected. Students who fail to participate in class regularly are inviting scholastic difficulty. A portion of the grade for this course is directly tied to your participation in this class. It also includes engaging in group or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures (and/or labs). Class participation is documented by faculty. Successful participation is defined as consistently adhering to University requirements, as presented in this syllabus. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](https://policy.utdallas.edu/utdsp5003). ***Note: the instructor may choose to include one or neither of the following statements:***1. Texas Senate Bill 17, the recent law that prohibits diversity, equity, and inclusion programs and activities at public universities in Texas, does not in any way apply to academic course instruction. Students should not feel the need to self-censor or limit their participation in academic courses pertaining to topics of race and racism, structural inequality, LGBTQ+ issues, or diversity, equity, and inclusion, and related topics.
2. Texas Senate Bill 17, the recent law that prohibits diversity, equity, and inclusion programs and activities at public universities in Texas, does not in any way apply to academic course instruction.
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| **Class Recordings** | Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the AccessAbility Resource Center has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved AccessAbility Resource Center accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct.](https://policy.utdallas.edu/utdsp5003)***NOTE: if the instructor records any part of the course, then the instructor will need to add the following syllabus statement:*** The instructor may record meetings of this course. These recordings will be made available to all students registered for this class if the intent is to supplement the classroom experience. If the instructor or a UTD school/department/office plans any other uses for the recordings, consent of the students identifiable in the recordings is required prior to such use unless an exception is allowed by law. |
| **Grading (credit) Criteria** | Detail your grading methods, grade scale, percentages, etc. |
| **Make-up Exams** |       |
| **Extra Credit** |       |
| **Late Work** |       |
| **Special Assignments** |       |
| **Classroom Citizenship** |       |
| **Comet Creed** | *This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:**“As a Comet, I pledge honesty, integrity, and service in all that I do.”* |
| **Accommodations for Students with Disabilities** | Please review [the section](https://coursebook.utdallas.edu/syllabus-policies#accommodations-for-disabilities) within the UT Dallas Syllabus Policies and Procedures webpage.  |
| **Academic Support Resources** | Please visit the [Academic Support Resources](http://go.utdallas.edu/academic-support-resources) page to view the University’s academic support resources for all students.  |
| **UT Dallas Syllabus Policies and Procedures** | Please visit the [Syllabus Policies](http://go.utdallas.edu/syllabus-policies) page to view the University’s policies and procedures segment of the course syllabus. Please review the catalog sections regarding the [credit/no credit](https://catalog.utdallas.edu/now/undergraduate/policies/course-policies#credit-no-credit-classes) or [pass/fail](https://catalog.utdallas.edu/now/graduate/policies/grades#pass-fail-grading) grading option and withdrawal from class*.* |

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.