Course: ABC 123-002

Title: Course Title [must match title in course catalog]

Term:

Credit hours:

Meeting days/time/location:

# Instructor Information

Name:

Email: [must be official UKY email]

Office building and room number:

Office phone:

Office hours: [include information on in-person vs. virtual; how to set appointments; preferred communication method; timeframe for responses]

# Course Description

[Description must match approved catalog description]

# Course Prerequisites

[If applicable, list course prerequisites, if not already in course description.]

# Required Materials

[Describe textbooks, lab materials, required readings, films, etc.]

# Associated Expenses

[If applicable, list expenses for items other than “Required Materials,” such as costs for field trips, proctoring fees, or polling software devices.]

# Activities Outside of Regular Class Meetings

[If applicable, describe activities outside of regularly scheduled class-required interactions, such as special events and field trips.]

# Skill and Technology Requirements

[If applicable, list specific technical/digital literacy skills or software that are required. Include the preferred procedure for resolving technical issues for each.]

Sample optional text for ITS Support:

*For technical assistance, contact ITS Customer Services 24/7 at 859-218-HELP (4357) for urgent needs. For non-urgent matters, visit the ITS web page at* [*https://its.uky.edu/*](https://its.uky.edu/) *or submit a:* [*Customer Services Assistance Request form*](https://uky.service-now.com/techhelp?id=kb_article&sysparm_article=KB0013267)*.*

# Student Learning Outcomes

[Provide a list of learning outcomes: descriptions of what a student will be able to do upon completion of the course. Best practice is to use measurable verbs that correspond to a range of skills across Bloom’s Taxonomy of Learning.]

*After completing this course, the student will be able to:*

1. *Describe …*
2. *Calculate …*
3. *Analyze …*

# Course Details

## Tentative Course Schedule

[At a minimum include a calendar of topics and due dates of major assignments and exams. More detailed information must also be provided, either within the syllabus or on Canvas.]

## Course Activities, Assignments, Exams

[Provide information on all factors used in determining grades, with language that fully describes how grades will be calculated. If participation/interactions/groupwork are graded, describe specific expectations and grading methods.]

## Grading Scale

[Describe the course grading scale. If the course is at the 400G- or 500-level, it must have a grading scale for both undergraduate and graduate students. Note that the “D” grade is not used for graduate students. Graduate students must have differential expectations, e.g. different/additional assignments and/or expectations on assignments or exams.]

*Sample grading scale for undergraduate students:*

90 ≤ 100% A

80 < 90% B

70 < 80% C

60 < 70% D

< 60% E

*Sample grading scale for graduate students:*

90 ≤ 100% A

80 < 90% B

70 < 80% C

< 70% E

## Midterm Grades

[Recommended language: *For undergraduates, midterm grades will be posted in myUK by the deadline published in the* [*Academic Calendar*](https://registrar.uky.edu/academic-calendars/university)*. (*[*https://registrar.uky.edu/academic-calendars/university*](https://registrar.uky.edu/academic-calendars/university) *)* ]

## Attendance Policy/Acceptable Documentation

[If applicable, include the course attendance policy and what constitutes acceptable documentation for excused absences. Include any policy related to absences due to major religious holidays. Penalties for unexcused absences must identified in the syllabus; if an attendance policy is not described in the syllabus, students cannot be penalized for lack of attendance.

See <https://provost.uky.edu/proposals/guidance-course-proposals/standard-academic-policy-statements> for university guidelines on attendance policies.]

# Assignment Policies

## Assignment Submissions

[Explain mechanism by which assignments are to be submitted.]

## Returning Assignments to Students

[Explain policy regarding return of exams and assignments.]

## Late Assignments

[Explain policy on late assignments, including all deadlines for acceptance and all penalties for late work. Note that late assignments must be accepted for excused absences, but guidelines on excused absence submissions may be provided.]

## Assignments Due during Prep Week

[If applicable, describe what assignments will be due during Prep Week.

During Prep Week (final week of class including Reading Days), no project, lab practical, paper, presentation deadline or oral/listening examination can be scheduled, unless 1) the course has no final examination (or any exam/assignment that acts as a final examination) and 2) the Prep Week assignment/exam/activity is clearly specified in the syllabus.

A course with a lab component may schedule the lab practical of the course during Prep Week if the lab portion does not also require a final examination during finals week.

During the Reading Days period between the last day of class and the final exam, instructors cannot have any required interactions, e.g. meetings, activities, assignments.  
(Exception for weekend-scheduled courses.)]

# Academic Policy Statements

[Include a link to the University’s Academic Policy Statements or paste them in full into the syllabus.]

Recommended language: *A full list of UK academic policies is available at* [*https://provost.uky.edu/proposals/guidance-course-proposals/standard-academic-policy-statements*](https://provost.uky.edu/proposals/guidance-course-proposals/standard-academic-policy-statements) *.*

# Academic Offenses (Cheating, Plagiarism, and Falsification or Misuse of Academic Records)

[Include a link to the University’s Academic Offence policies or past them in full into the syllabus Syllabi for professional-level classes must include that program's rules on academic offenses or a link to a page with that information.

Faculty may include additional information on course expectations as well.]

Recommended language:

*UK policies on academic offenses are available at*

[*https://provost.uky.edu/proposals/guidance-course-proposals/academic-offenses*](https://provost.uky.edu/proposals/guidance-course-proposals/academic-offenses)

*For a thorough description of “plagiarism,” see* [*https://ombud.uky.edu/students/what-plagiarism*](https://ombud.uky.edu/students/what-plagiarism)

*For a thorough description of “cheating,” see* [*https://ombud.uky.edu/students/what-cheating*](https://ombud.uky.edu/students/what-cheating)

# Resources

[Describe specific resources that may be useful to students]

Recommended language: *The university offers a variety of resources available to students. Visti the* [*Office of Student Success*](https://studentsuccess.uky.edu/get-help) *to access the full list.*

# Classroom Emergency Preparedness and Response

[Either copy/paste the information at the following link or use the recommended language. Recommended language:

Please see the following link for information related to emergency reporting and action: <https://provost.uky.edu/curriculumproposals/syllabus-information>

OPTIONAL/OTHER

The information above includes all information required by the university and A&S. As noted in the checklist [here](https://provost.uky.edu/news/updated-syllabus-guidance-and-checklist), there may be other information to be included based on preference, accrediting agencies, etc.