Creating Your Syllabus

1. Course Number and Course Title:
2. Course Description: Use the description from the university catalog. Include Pre-requisites and/or co-requisites
3. Faculty Member Name:
4. Faculty Contact Information: (Email, office phone number)
   I check my email at 8 AM and 5 PM on Mon-Sat
5. Faculty Office Hours and Office Location:
6. Textbook Information: (Be sure to include the ISBN)
7. Supplies Needed for Class: (scantrons, calculators, clickers)
8. Learning Outcomes/Course Objectives:
9. Subjects Covered/Course Topics:
10. Schedule of Important Dates: Dates of papers, tests, major assignments.
11. Assessment: This is a list all graded items and the values.
12. Grading Scale: What constitutes an “A”? Do you round up?
13. Late Work Policy:
14. Additional Personal Policies:
   a. Electronic devices: Do you allow cell phone use in class?
   b. Recording lectures: Can students record your lectures?
   c. Discussion rules: How should students handle disagreement?
15. University Resources: Where can students go for extra help? (See sample on the following pages)
16. Inclement Weather Policy:
   UA Weather Hotline Number 479-575-7000
17. Attendance Policy: (See statement on following pages)
18. Academic Integrity: (See statement on following pages)
19. Emergency Procedures: (See statement on following pages)
20. Disability Related Accommodation Statement: (See CEA’s recommended statement on following pages)

Provide an electronic copy of your syllabus and use plain, easy to read font (Arial or Verdana with no italics) in 14 point font for students who might need to use screen reading software. Also provide a file type other than PDF.

“Universal Design” means you make your materials usable for all students. Follow these principles on all of your handouts to follow the best practices in universal design.
University Resources

Center for Learning and Student Success Class+
Need help studying? Take advantage of the center’s academic tutoring and frequent workshops that tackle common student skills like note taking, reading, study habits, test anxiety and time management. CLASS offers academic coaching, writing support, supplemental instruction, instructional workshops, and one on one tutoring. Call 479-575-2885, Email elc@uark.edu, 040B Gregson Hall.

Writing Center
Need help with your writing skills? Schedule a free online or in-person appointment. Call 479-575-6747 or email writcent@uark.edu. 315 Kimpel Hall.

Center for Education Access
Need a note taker or extra time for tests? CEA helps student with different abilities get the help they need. See if you qualify. Call 479-575-3104 or email ada@uark.edu. 209 Arkansas Union.

Counseling and Psychological Services.
Need to talk to a counselor? Call 479-575-5276 to make an appointment. 24 hour emergency service available.

Librarian
Need help with research? Librarians love to help with your research questions. Text: 479-385-0803, Call: 479-575-6645 or email refer@uark.edu
**Attendance Policy for Students**

Education at the university level requires active involvement in the learning process. Therefore students have the responsibility to attend classes and to actively engage in all learning assignments or opportunities provided in their classes. There may be times, however, when illness, family crisis, or university-sponsored activities make full attendance or participation impossible. In these situations, students are responsible for making timely arrangements with the instructor to make up work missed. Such arrangements should be made in writing and prior to the absence when possible.

Examples of absences that should be considered excusable include those resulting from the following: 1) illness of the student, 2) serious illness or death of a member of the student’s immediate family or other family crisis, 3) University-sponsored activities for which the student’s attendance is required by virtue of scholarship or leadership/participation responsibilities, 4) religious observances (see Students’ Religious Observances policy below), 5) jury duty or subpoena for court appearance, and 6) military duty. Students must provide appropriate documentation for any absence for which the student wishes to be excused.

If you miss a class, it is up to you to find out what you missed. You should get any classroom notes from another student. You will be held responsible for any information, announcements, or assignments that were made during your absence.

Source: [https://provost.uark.edu/faculty-handbook/2-academic-responsibilities/03.php](https://provost.uark.edu/faculty-handbook/2-academic-responsibilities/03.php)
**Academic Integrity**

As a core part of its mission, the University of Arkansas provides students with the opportunity to further their educational goals through programs of study and research in an environment that promotes freedom of inquiry and academic responsibility. Accomplishing this mission is only possible when intellectual honesty and individual integrity prevail.

Each University of Arkansas student is required to be familiar with and abide by the University’s ‘Academic Integrity Policy’ which may be found at [http://provost.uark.edu/](http://provost.uark.edu/). Students with questions about how these policies apply to a particular course or assignment should immediately contact their instructor.

Source: [http://honesty.uark.edu/faculty/](http://honesty.uark.edu/faculty/)

**Disability Related Accommodation Statement**

University of Arkansas Academic Policy Series 1520.10 requires that students with disabilities are provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact me privately at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through the Center for Educational Access (contact 479–575–3104 or visit [http://cea.uark.edu](http://cea.uark.edu) for more information on registration procedures).

Source: [http://cea.uark.edu/faculty/syllabus-statement.php](http://cea.uark.edu/faculty/syllabus-statement.php)
Emergency Procedures

Many types of emergencies can occur on campus; instructions for specific emergencies such as severe weather, active shooter, or fire can be found at emergency.uark.edu.

Severe Weather (Tornado Warning):

- Follow the directions of the instructor or emergency personnel
- Seek shelter in the basement or interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside
  - If you are in a multi-story building, and you cannot get to the lowest floor, pick a hallway in the center of the building
  - Stay in the center of the room, away from exterior walls, windows, and doors

Violence / Active Shooter (CADD): CALL- 9-1-1

AVOID- If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.

DENY- Barricade the door with desk, chairs, bookcases or any items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police it is safe.

DEFEND- Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.

Source: http://teaching.uark.edu/syllabus/emergencyprocedures.pdf