TITLE OF COURSE

Brief course topic sentence or description

***Class Periods:*** Days of week, period, and corresponding time of day

***Location:*** Classroom location

***Academic Term:*** Spring 2017

# Instructor:

Name

Email Address

Office Phone Number

Office Hours: Days of week, hours available, office location

# Teaching Assistants:

Please contact through the Canvas website

* Name of TA, email address, office location, office hours
* Name of TA, email address, office location, office hours

# Course Description

Catalog descriptions including credit hours – need to match exactly the UCC Form/catalog

# Course Pre-Requisites / Co-Requisites

Be specific and indicate if equivalent courses or instructor permission is relevant. This must match the catalog for approved courses

# Course Objectives

Clearly state the learning objectives of the course, and how those objectives will be accomplished (give a list of specific actions or course elements).

# Materials and Supply Fees

List if applicable

# Required Textbooks and Software

* Title
* Author
* Publication date and edition
* ISBN number

(if course notes derived from various published sources are used, provide information above for each source)

(if course notes are developed by the instructor, so state)

# Recommended Materials

* Title
* Author
* Publication date and edition
* ISBN number

# Course Schedule

Week 1: Topic / Lecturer / Corresponding Book Chapters / Quizzes / Exams

Week 2: Topic / Lecturer / Corresponding Book Chapters / Quizzes / Exams

Week 3: Topic / Lecturer / Corresponding Book Chapters / Quizzes / Exams

…

Week 16: Topic / Lecturer / Corresponding Book Chapters / Quizzes / Exams

# Attendance Policy, Class Expectations, and Make-Up Policy

State whether attendance is required and if so, how will it be monitored? What are the penalties for absence, tardiness, cell phone policy, laptop policy, etc. What are the arrangements for missed homework, missed quizzes, and missed exams? This statement is required: Excused absences must be consistent with university policies in the [Graduate Catalog](https://catalog.ufl.edu/graduate/?catoid=10&navoid=2020#attendance) and require appropriate documentation. Additional information can be found in [Attendance Policies](https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/).

# Evaluation of Grades

| Assignment | Total Points | Percentage of Final Grade |
| --- | --- | --- |
| Homework Sets (10) | 100 each | 15% |
| Quizzes (4) | 100 each | 15% |
| Midterm Exam | 100 | 30% |
| Final Exam | 100 | 30% |
| Review Paper | 100 | 10% |
|  |  | 100% |

# Grading Policy

The following is given as an example only.

| Percent  | Grade  | Grade Points  |
| --- | --- | --- |
| 90.0 - 100.0  | A  | 4.00  |
| 87.0 - 89.9  | A-  | 3.67  |
| 84.0 - 86.9  | B+  | 3.33  |
| 81.0 – 83.9  | B  | 3.00  |
| 78.0 - 80.9  | B-  | 2.67  |
| 75.0 - 79.9  | C+  | 2.33  |
| 72.0 – 74.9  | C  | 2.00  |
| 69.0 - 71.9  | C-  | 1.67  |
| 66.0 - 68.9  | D+  | 1.33  |
| 63.0 - 65.9  | D  | 1.00  |
| 60.0 - 62.9  | D-  | 0.67  |
| 0 - 59.9  | E  | 0.00  |

More information on UF grading policy may be found at:

[UF Graduate Catalog](https://catalog.ufl.edu/graduate/?catoid=10&navoid=2020#grades)
[Grades and Grading Policies](https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/)

# Students Requiring Accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the [Disability Resource Center](https://disability.ufl.edu/students/get-started/). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

# Course Evaluation

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. [Click here for guidance on how to give feedback in a professional and respectful manner](file:///C%3A%5CUsers%5Clilyrlewis%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CLU96BFUU%5Cgatorevals.aa.ufl.edu%5Cstudents%5C). Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via [ufl.bluera.com/ufl/.](https://ufl.bluera.com/ufl/) [Summaries of course evaluation results are available to students here](https://gatorevals.aa.ufl.edu/public-results/).

# University Honesty Policy

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” [The Honor Code](https://sccr.dso.ufl.edu/process/student-conduct-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

# Software Use

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

# Student Privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see the [Notification to Students of FERPA Rights](https://registrar.ufl.edu/catalog0910/policies/regulationferpa.html).

# Campus Resources:

## Health and Wellness

**U Matter, We Care:**

If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.

**Counseling and Wellness Center:** [counseling.ufl.edu/cwc](http://www.counseling.ufl.edu/cwc), and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

**Sexual Assault Recovery Services (SARS)**

Student Health Care Center, 392-1161.

**University Police Department**at392-1111 (or 9-1-1 for emergencies), or [police.ufl.edu](http://www.police.ufl.edu/).

## Academic Resources

[**E-learning technical support**](https://elearning.ufl.edu/), 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu.

[**Career Resource Center**](https://www.crc.ufl.edu/), Reitz Union, 392-1601. Career assistance and counseling.

[**Library Support**](http://cms.uflib.ufl.edu/ask), Various ways to receive assistance with respect to using the libraries or finding resources.

[**Teaching Center**](https://teachingcenter.ufl.edu/), Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.

[**Writing Studio**](https://writing.ufl.edu/writing-studio/)**,** 302 Tigert Hall*,* 846-1138. Help brainstorming, formatting, and writing papers.

[**Student Complaints Campus**](https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf)

[**On-Line Students Complaints**](http://www.distance.ufl.edu/student-complaint-process)