Syllabus

| **COURSE LOGISTICS** | |
| --- | --- |
| **Course Number** | MCL xxx-xxx (Example: FR 101-001) |
| **Course Title** | (Example: Elementary French; must match title in [course catalog](https://catalogs.uky.edu/content.php?catoid=18&navoid=1032) unless you are changing it or proposing a new course. Include subtitle if proposing a subtitle required course) |
| **Credit Hours** | 3 |
| **Semester** | TBD |
| **Meeting Times** | MWF 11:00-11:50 a.m.  or  TR 11:00 a.m.-12:15 p.m. |
| **Location** | TBD |
| **Modality** | In-person or online (varies depending on modality that semester) |
| **Instructor** | Name |
| **Office** | Office |
| **UK Email** | @uky.edu (preferred communication method) |
| **How to Set Appointments** | Contact via UK email. |
| **Timeframe** | Allow 48 hours Monday-Friday for a response. |
| **Office Hours** | MT 1:00-2:00 p.m. via Zoom & by appointment |

**If you are not proposing a UK Core course, delete this note:** This course will satisfy UK Core [specify the area].

# Course Description

If this course is already listed [in the catalog](https://catalogs.uky.edu/content.php?catoid=18&navoid=1032) and you don’t want to change the description, use the one from the catalog; if a new course or changing description, use new description. Please keep this short.

# Course Prerequisites

List prereqs here. Please note that UK Core committee likely will not approve UK Core courses with prereqs. If none, list:

None.

# Student Learning Outcomes

After completing this course, the student should be able to:

* List student learning outcomes here, and double-check to be sure they follow [Bloom’s Taxonomy Guidelines](https://mcl.as.uky.edu/sites/default/files/Bloom%27sTaxonomyofLearningOutcomes.docx).
* **If you are not proposing a UK Core course, delete this bullet point.** If you are proposing a course for UK Core approval, those learning outcomes must be on your syllabus; we can only have one set of learning outcomes. You can [access them here](https://provost.uky.edu/academic-affairs-operations/academic-affairs-programs/uk-core). Remember that we can only propose one UK Core area per course. If you want to include your topic in the outcomes, you should rewrite them slightly by inserting the theme of your class. 
  + Example: these are the UK Core outcomes in the Intellectual Inquiry--Humanities:
    - Demonstrate the ability to analyze a given text, artifact, or product for the worldviews, values and presuppositions present and to weigh differing interpretations of that text.
    - Apply discipline-appropriate literacy, using multiple practices (e.g., fact-checking, structured questioning, analysis of primary and/or secondary sources).
    - Produce discipline-appropriate, effective responses to topics with complexity commensurate to the level.
  + Possible rewriting:
    - Demonstrate the ability to analyze [example of your text(s)] for the worldviews, values and presuppositions [about your culture(s)] present and to weigh differing interpretations of that text.
    - Apply discipline-appropriate literacy, using multiple practices (e.g., fact-checking, structured questioning, analysis of primary and/or secondary sources) [list the particular methods you will use in your class].
    - Produce discipline-appropriate, effective responses to topics [example of your topic(s)] with complexity commensurate to the level.

# UK Core [LIST AREA] Course Assignment Map

**If you are not proposing a UK Core course, delete this section.** Create a table that shows how course assignments contribute to meeting the relevant UK Core SLOs.

Transfer your Student Learning Outcomes (based closely on Core area SLOs [here](https://provost.uky.edu/academic-affairs-operations/academic-affairs-programs/uk-core)) into the first column, one SLO per box. Then **choose one assignment** that can be used to allow students to demonstrate fulfillment of all learning outcomes and explain how it fulfills each outcome. This will likely be a final paper or project; think about how to design this assignment so that students can show what they have learned during the semester. **This means only one assignment should be listed in the second column, but you will need to describe how it fulfills each SLO differently.**

| **Core area SLOs** | **Assignment and how it fulfills Core area SLO** |
| --- | --- |
| Demonstrate the ability to analyze a given text, artifact, or product for the worldviews, values and presuppositions present and to weigh differing interpretations of that text. | Please fill out this column with at least 2-3 sentences per SLO and how the one assignment you’ve chosen for the class fulfills it. |
| Apply discipline-appropriate literacy, using multiple practices (e.g., fact-checking, structured questioning, analysis of primary and/or secondary sources) [list the particular methods you will use in your class]. |  |
| Etc. (Include all Core area SLOs in chart) |  |

# Required Materials

List texts and other materials to purchase here. If no purchase required, list:

All course readings and audio/visual materials will be made available via Canvas at no cost to student.

# Other Expenses

[If applicable, list expenses for items other than “Required Materials,” such as costs for field trips, proctoring fees, or polling software devices.] If none, list:

None.

# Activities Outside of Regular Class Meetings

[If applicable, list any events you expect students to attend outside of class.] If none, list:

None.

# Skill and Technology Requirements

For this course, you will need access to a device (ideally a laptop computer) with the following:

* Working UK email address
* Headset with microphone
* Webcam
* The latest version of Adobe Acrobat Reader ([available here](http://get.adobe.com/reader/)) ([accessibility statement](https://www.adobe.com/trust/accessibility.html))
* Microsoft Office ([available free to students here](http://download.uky.edu/)) ([accessibility statement](https://www.microsoft.com/en-us/accessibility))
* Canvas access ([login with linkblue](https://uk.instructure.com)) ([accessibility statement](https://www.instructure.com/canvas/accessibility))
* Zoom ([login with linkblue](https://uky.zoom.us/)) ([accessibility statement](https://zoom.us/accessibility))
* YuJa Media ([login with linkblue](https://uky.yuja.com/)) ([accessibility statement](https://support.yuja.com/hc/en-us/articles/360047436173-Managing-Accessibility-Options))
* Respondus Lockdown Browser (available as part of Canvas) ([accessibility statement](https://web.respondus.com/accessibility-lockdown/))
* Scanner or other device (like smart phone or digital camera) that will allow you to submit scans or photographs of written work
* Recording device (like smart phone) or app to submit audio files for speaking activities
* 1-5 Mbps broadband connection

**Attendance Policy**

Attendance is mandatory for the course. Students may miss up to one week of class meetings with no penalty; after that, each unexcused absence will result in 1% deduction from the final grade in the course. Students missing class for a major religious holiday must inform the instructor two weeks prior to the absence in order for the absence to be excused. See [Academic Policy Statements](https://provost.uky.edu/proposals/guidance-course-proposals/standard-academic-policy-statements) for more information on excused absences (including religious holidays) and acceptable documentation for excused absences.

# Course Grading

## Grading Scale

90-100=A 80-89=B 70-79=C 60-69=D 0-59=E

(If the course is at the 400G- or 500-level, it must have a grading scale for both undergraduate and graduate students. There must also be differentiated expectations for undergraduate and graduate students. The differential expectations involve either the graduate students completing additional or distinct assignments that are consistent with graduate-level scholarship, or the graduate students being subject to different grading criteria that reflects the higher (graduate) standard. The “D” grade is not applicable to graduate students.

Sample grading scale for graduate students:

**Graduate Grading Scale**

90-100=A 80-89=B 70-79=C Below 70=E

## Mid-term Grade

Mid-term grades will be posted in myUK by the deadline established in the [Academic Calendar](https://registrar.uky.edu/academic-calendars/university).

## Grade Breakdown

(See sample below; adjust to match your course’s grade breakdown)

| **Assignment Type** | **Percentage** |
| --- | --- |
| Participation | 20% |
| Homework | 20% |
| Tests | 20% |
| Midterm Exam | 20% |
| Final Exam | 20% |
| **FINAL COURSE GRADE** | **100%** |

# Assignments

[Below, provide a descriptive/linear list of activities and exams. **For each category you’ve listed in the chart above, you need a category below describing how students’ grades will be determined. For example, how many tests will there be? And then, each assignment needs to also appear at the end of your syllabus on the schedule: when is everything due?** The syllabus must include language that describes to students how their grades will be calculated. The greater the percentage of the grade, the more detailed the description should be. If participation/interactions are graded, clarify the meaning of "participation/interaction." If applicable, describe how individual students are assessed in group work.]

## Participation

Change heading to your assessment name and describe below.

## Homework

Change heading to your assessment name and describe below.

## Tests

Change heading to your assessment name and describe below.

## Midterm Exam

Change heading to your assessment name and describe below.

## Final Exam

Change heading to your assessment name and describe below.

# Assignment Submission and Return

## Submission of Assignments

* Students missing any graded work due to an excused absence (see [Academic Standards](https://provost.uky.edu/proposals/guidance-course-proposals/standard-academic-policy-statements) for list of reasons an absence should be excused) are responsible for informing the instructor via official UK email about their excused absence within one week following the period of the excused absence (except where prior notification is required) and for making up the missed work shortly thereafter. **If you do not initiate this discussion by providing your excuse within one week of your absence, you will not be permitted to make up missed work.**
* No late work will be accepted without an excused absence on due date.
* Due dates are available at the end of the syllabus and on Canvas.
* All work must be submitted via Canvas (not via email, in person, etc.) unless your instructor tells you otherwise.

## Returning Assignments to Students

Assignments will be returned to students in class or on Canvas in a timely manner.

# University Policies and Student Support

* [Academic Policy Statements](https://provost.uky.edu/proposals/guidance-course-proposals/standard-academic-policy-statements)
  + These include prep week and permissible assignments, accommodations due to disability, non-discrimination statement, and Title IX information.
* [Mental Health Resources](https://studentsuccess.uky.edu/get-help)
* [Academic Support](https://studentsuccess.uky.edu/academicresources)
* [Disability Resource Center](https://studentsuccess.uky.edu/disability-resource-center)
* [Academic Ombud](https://ombud.uky.edu/students)
* [Classroom Emergency Preparedness and Response information](https://provost.uky.edu/instructor-resources)
* [Code of Student Conduct](https://studentsuccess.uky.edu/student-conduct)
* Distance Learning Resources
  + [Tech Help Center Customer Services](http://techhelpcenter.uky.edu/customerservices)
    - For urgent matters: 859-218-HELP (4357)
    - For non-urgent matters: [Customer Services Assistance Request form](https://uky.service-now.com/techhelp?id=kb_article&sysparm_article=KB0013267&sys_kb_id=37098b101ba28a10ab28a681604bcbf0) or chat at [Tech Help Center](https://uky.service-now.com/techhelp)
  + Distance Learning services:
    - Email: [distancelearning@uky.edu](mailto:distancelearning@uky.edu)
    - Phone: 859-257-3377
  + [Distance Learning Library Services](https://libraries.uky.edu/DLLS)
    - Phone: 859 218-1240
    - [Interlibrary Loan Service](https://libraries.uky.edu/ILL)

# Academic Integrity

Please access rules regarding academic offenses at these links:

* [Academic Offenses](https://provost.uky.edu/proposals/guidance-course-proposals/academic-offenses)
  + [Plagiarism](https://ombud.uky.edu/students/what-plagiarism)
  + [Cheating](https://ombud.uky.edu/students/what-cheating)

# Tentative Course Schedule

The schedule is subject to change based on class progress and feedback.  Revisions will be announced on Canvas. Access UK’s [Academic Calendar here](https://registrar.uky.edu/calendars).

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.

See sample schedules below for either MWF or TR. Edit as necessary or replace with your own schedule.

**Your schedule needs to be substantial: it should list every due date of every assignment described in the assignments section; and if an assignment is not described there, it should not be listed on the schedule.**

## MWF

| **Date** | **Topic** | **Homework** |
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| **Week 1** |  |  |
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| **Week 15** |  |  |
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## TR

| **Date** | **Topic** | **Homework** |
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| **Week 15** |  |  |
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## Final Exam Information

Include information (date, time, location) about the final exam here. If no final exam, list:

There is no final exam for this course.