ABC 1234 [Insert Course Title]

🗹 Delete the checklist items that are designated by the blue italicized text.

🗹 [Items in brackets are required] remove the brackets once you have entered the text.

# I. General Information

## Course

* [Course prefix, no. & title]
* [Semester/Year]
* [Meeting time/day/location]
* Primary General Education Subject Area(s) sought: Click the down arrow to choose your subject (View Descriptions [link])
* *[Delete this line if not applicable]* Secondary General Education Subject Area(s) sought: Click the down arrow to choose your subject (Descriptions [link])
* *[Delete this line if not applicable]* Writing Designation sought: Click the down arrow to choose your word category (Descriptions [link])

## Instructor

* [Name]
* [Office location]
* [Office hours]
* [Contact information]

## Teaching Assistant

*[Delete this section if not applicable]*

* [Name]
* [Office location]
* [Office hours]
* [Contact information]

## Course Description

🗹 Review the relevant [Subject Area Objectives](http://undergrad.aa.ufl.edu/general-education/gen-ed-program/subject-area-objectives/) and compose your course description in a manner that makes it clear to students how the course engages those objectives. (View examples from approved courses here [link].)

## Required Readings

🗹 Include a list of assigned materials required for the course.

🗹 Include materials and supplies fees, if any.

🗹 If you seek the [WR designation](http://undergrad.aa.ufl.edu/general-education/gen-ed-courses/structure-of-wr-courses/writing-requirement-syllabus-policy/), you must include a recommended writing manual in your list.

🗹 Statement regarding M&S Fees should read as follows: Materials and Supplies Fees: n/a

# II. Graded Work

## Description of Graded Work

🗹 For each graded category, which can be listed in tabular or narrative form, include the following:

* [type of assignment]
* [brief description]
* [percentage of overall grade]
* [means of assessment] (You may briefly describe method of assessment or upload a file with assessment rubrics.)
* *View a variety of examples from approved courses [link]*
* *If preferred, copy and paste blank table here [link]*

## Grading Scale

For information on how UF assigns grade points, visit: <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A | 94 – 100% of possible points |  | C | 74 – 76% |
| A- | 90 – 93% |  | C- | 70 – 73% |
| B+ | 87 – 89% |  | D+ | 67 – 69% |
| B | 84 – 86% |  | D | 64 – 66% |
| B- | 80 – 83% |  | D- | 60 – 63% |
| C+ | 77 – 79% |  | E | <60 |

🗹 Statement regarding General Education courses should read as follows: A minimum grade of C is required for general education credit. Courses intended to satisfy the general education requirement cannot be taken S-U.

# III. Annotated Weekly Schedule

🗹 Using narrative or tabular formatting, included the following information for each week.

* [Week number(s)]
* [Descriptive topic headings and 1–3 sentences describing topics in a manner that speaks to the General Education subject area(s) requested]
* [Assigned material, including weekly readings with chapters or page numbers]
* [Test and other deadlines for graded material from section II above]
* *View a variety of examples from approved courses [link]*
* *If preferred, copy and paste 15-week blank table here [link]*

# IV. Student Learning Outcomes (SLOs)

🗹 Usually presented in list form, SLOs tell students what general knowledge (content) and skills (critical thinking & communication) they can expect to acquire through successful completion of the course.  As such, lists of learning outcomes are often prefaced by the phrase, “Upon successful completion of the course, students will be able to…."

🗹 As you compose your course's SLOs, make sure to...

* review the relevant Subject Area SLOs [[link](http://undergrad.aa.ufl.edu/general-education/gen-ed-courses/structure-of-gen-ed-courses/slos-and-performance-indicators/student-learning-outcomes/)] and compose your course SLOs in a manner that makes it clear how and where the course meets those outcomes;
* indicate which graded work from section II will be used to assess each;
* indicate (parenthetically) whether a SLO addresses "content," "critical thinking," or "communication" goals, or some combination of the three;
* consider using the following verbs commonly associated with content, critical thinking, and communication goals;
  + “Identify,” “Describe,” “Explain”... (Content)
  + “Analyze,” “Evaluate”... (Critical Thinking)
  + “Communicate” (orally and in writing)... (Communication)
* view a variety of examples from approved courses [link]

# V. Required Policies

**Attendance Policy**

🗹 *A statement related to class attendance, make-up exams and other work such as:* “Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx . ”

## Students Requiring Accommodation

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting <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.

## UF Evaluations Process

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. 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 <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <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://www.dso.ufl.edu/sccr/process/student-conduct-honor-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.

## Counseling and Wellness Center

Contact information for the Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc/Default.aspx> , 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

## The Writing Studio

The writing studio is committed to helping University of Florida students meet their academic and professional goals by becoming better writers. Visit the writing studio online at <http://writing.ufl.edu/writing-studio/> or in 2215 Turlington Hall for one-on-one consultations and workshops.