University of Central Arkansas

Course Syllabus Requirements

Updated 2017-12-20, 2019-03-25, 2019-06-04, 2020-07-23, 2020-08-08

The following are minimum requirements for all course syllabi. Additional material may be added at the discretion of the faculty member.

* Instructor’s name
* Semester, year, course number, CRN , days and times; location of class
* Instructor’s office hours, office location, and contact information, including UCA phone number and UCA e-mail address
* Brief course description
* Course objectives and requirements
* List of required textbooks and other course material
* Description of all major assignments and examinations with due dates
* Grading policies
* Attendance and drop policy
* [During Pandemic] The following face-covering statement and link:

All students are expected to comply with the University policy regarding face coverings (see <https://uca.edu/coronavirus/students/>).

* The following Academic Integrity statement:

The University of Central Arkansas affirms its commitment to academic integrity and expects all members of the university community to accept shared responsibility for maintaining academic integrity. Students in this course are subject to the provisions of the university’s Academic Integrity Policy, approved by the Board of Trustees as Board Policy No. 709 on February 10, 2010, and published in the *Student Handbook*. Penalties for academic misconduct in this course may include a failing grade on an assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate. Continued enrollment in this course affirms a student’s acceptance of this university policy.

* The following Americans with Disabilities Act statement:

The University of Central Arkansas adheres to the requirements of the Americans with Disabilities Act. If you need an accommodation under this Act due to a disability, please contact the UCA Disability Resource Center, 450-3613.

* The following Building Emergency Plan statement (to be discussed in class/lab during the first week of the semester):

An Emergency Procedures Summary (EPS) for the building in which this class is held will be discussed during the first week of this course. EPS documents for most buildings on campus are available at <http://uca.edu/mysafety/bep/>. Every student should be familiar with emergency procedures for any campus building in which he/she spends time for classes or other purposes.

* The following Title IX disclosure:

If a student discloses an act of sexual harassment, discrimination, assault, or other sexual misconduct to a faculty member (as it relates to “student-on-student” or “employee-on-student”), the faculty member is encouraged to report the act to the Title IX coordinator, deputy coordinator, or employee with the authority to institute corrective measures on behalf of the University. An investigation of a formal complaint of Title IX Sexual Harassment will only be initiated when the Complainant (individual who suffers actual harm from the violation of the Title IX Sexual Harassment Policy) or the Title IX Coordinator signs a complaint. For further information, please visit: <https://uca.edu/titleix/>.

*\*Disclosure of sexual misconduct by a third party who is not a student and/or employee is also encouraged if the misconduct occurs when the third party is a participant in a university-sponsored program, event, or activity.*

* Direct students to familiarize themselves with all policies included in the *Student Handbook*, particularly the following:
* Sexual Harassment Policy
* Academic Policies

Information about the Timing of Student Evaluations

[Updated 2019-06-04|jag. Note: the wording below applies to terms beginning in Fall 2019. For earlier terms, please adjust the language to fit the actual day associated with the published opening or closing dates.]

In addition to the requirements listed above, please consider including in your schedule for the semester information about the timing of student evaluations of the course and instructor (“student course experience surveys”). The information to be substituted for each “{insert date}” indicator is included in Student Course Experience Survey Schedules published for each academic year and linked from <https://uca.edu/assessment/course-evaluation-information/>.

Evaluations (Full Term and 2nd 8-Week, Fall)

Student evaluations of a course and its professor are a crucial element in helping faculty achieve excellence in the classroom and the institution in demonstrating that students are gaining knowledge. Students may evaluate courses they are taking starting on Monday, , through the Sunday after finals week by logging in to myUCA and clicking on the Course Evaluations task.

Evaluations (1st 8-Week, Fall and Spring)

Student evaluations of a course and its professor are a crucial element in helping faculty achieve excellence in the classroom and the institution in demonstrating that students are gaining knowledge. Students may evaluate courses they are taking starting on Monday, , through the Sunday after last day of the half term by logging in to myUCA and clicking on the Course Evaluations task.

Evaluations (IEP, Levels 1, 2, and 3: Fall and Spring)

It is important to evaluate your class and your teacher. UCA greatly values this process so we know students are learning and everyone is doing their job as best they can. Starting on Monday, , log on to myUCA. Click on the Course Evaluations task. Make sure you are evaluating the correct class and correct teacher.

Evaluations (Winter Intersession)

Student evaluations of a course and its professor are a crucial element in helping faculty achieve excellence in the classroom and the institution in demonstrating that students are gaining knowledge. Students may evaluate courses they are taking starting on Friday, , through the Sunday after the last day of the Intersession by logging in to myUCA and clicking on the Course Evaluations task.

Evaluations (May Intersession)

Student evaluations of a course and its professor are a crucial element in helping faculty achieve excellence in the classroom and the institution in demonstrating that students are gaining knowledge. Students may evaluate courses they are taking starting on Monday, , through the Sunday after the last day of the Intersession by logging in to myUCA and clicking on the Course Evaluations task.

Evaluations (Summer I and Summer II)

Student evaluations of a course and its professor are a crucial element in helping faculty achieve excellence in the classroom and the institution in demonstrating that students are gaining knowledge. Students may evaluate courses they are taking starting on Monday, , through the Sunday after the last day of the five-week term by logging in to myUCA and clicking on the Course Evaluations task.

Evaluations (10-Week Summer)

Student evaluations of a course and its professor are a crucial element in helping faculty achieve excellence in the classroom and the institution in demonstrating that students are gaining knowledge. Students may evaluate courses they are taking starting on Monday, , through the Sunday after the last day of the ten-week term by logging in to myUCA and clicking on the Course Evaluations task.

Evaluations (13-Week Summer)

Student evaluations of a course and its professor are a crucial element in helping faculty achieve excellence in the classroom and the institution in demonstrating that students are gaining knowledge. Students may evaluate courses they are taking starting on Monday, , through the Sunday after the last day of the thirteen-week term by logging in to myUCA and clicking on the Course Evaluations task.