

\*Academic units may have additional course syllabus requirements – e.g., specific professional accreditation requirements. *It is the obligation of each instructor to consult with the respective department/division/program chair/ director and/or dean's office designee regarding additional required syllabus components and/or wording.*

Content Area	Notes	Reference
<b>Instructor Information</b>		
Department		
Name		
Contact Information	Include university email address, university telephone number & preferred contact method	
Class Meeting Time/Place		
Semester Offered		
Instructor Office Hours and Office Location	Additional information about process for establishing appointments with the instructor outside of the established office hours	
<b>Catalog Information</b>		
Subject/Curricular Designation	List subject/curricular designation as it is listed in the UMKC Catalog.	<a href="http://www.umkc.edu/catalog">www.umkc.edu/catalog</a>
Catalog Number	List course catalog number as it is listed in the UMKC Catalog.	<a href="http://www.umkc.edu/catalog">www.umkc.edu/catalog</a>
Course Title	List course title as it is listed in the UMKC Catalog.	<a href="http://www.umkc.edu/catalog">www.umkc.edu/catalog</a>
Course Description	List course description as it is listed in the UMKC Catalog.	<a href="http://www.umkc.edu/catalog">www.umkc.edu/catalog</a>
Credit Hours	List credit hours as listed in the UMKC Catalog. If variable, explain rationale for min/max amount of work related.	<a href="http://www.umkc.edu/catalog">www.umkc.edu/catalog</a>
Prerequisites/Co-Requisites	List any prerequisites/co-requisites as listed in the UMKC Catalog.	<a href="http://www.umkc.edu/catalog">www.umkc.edu/catalog</a>
Restrictions/Exclusions	List any restrictions or exclusions (i.e., nursing students only).	
Course Component (format)	Based on identification found in Pathways – clinical, field studies, independent study, individual lessons, laboratory, lecture, practicum, recitation/seminar/discussion, studio	
Course Instructional Mode	Based on identification found in Pathways - P (classroom based), B (blended class instruction), OS (on-line synchronous), OA (on-line asynchronous), VI (video)	
<b>Course Information</b>		
Required and Recommended Materials	Note where materials may be accessed or purchased.	
Evaluation and Grading Criteria	Grading scale including how points are earned and how letter grades are assigned.	
Schedule of Course Topics Covered, Assignments, Requirements and Assignment deadlines	Include all class meeting times and final exam in schedule. <i>Note: Course assignments may be linked to course student learning outcomes.</i>	
Student Learning Outcomes	<p><b>Student learning outcomes (SLOs) for courses should share the following characteristics:</b></p> <p>They should describe the broadest and most comprehensive goals of the course. They should focus on what a student should be able to <b>do, think, or value</b> with the knowledge covered, not simply on what the instructor will cover. Courses typically have three to five outcomes, though fewer or more are possible.</p> <p>They should employ active verbs, taken from various levels of Bloom's taxonomy (depending upon the course level)—e.g., students should be able to “define” or “describe” (in earlier stages), or “analyze” or “evaluate” (in later stages).</p> <p>They should be written in intelligible language, understandable to students.</p> <p>As often as possible, they should be arrived at collaboratively, as instructors who teach the same class come to consensus about the key objectives of that unit of instruction. For course-level SLOs, instructors will probably have SLOs of their own in addition to consensus ones. Adjunct instructors—and students themselves—should be involved in the process of developing SLOs as much as possible.</p> <p>SLOs should be measurable. Ideally, a course assessment plan should contain or make reference to the product (papers, projects, performances, portfolios, tests, etc. through which students demonstrate competency) and the achievement target (e.g., “with at least 80% accuracy”) or criterion by which success is measured. When the behavior/product and standard are specified, the SLO is sometimes referred to as “operational.”</p>	<p><a href="http://www.umkc.edu/assessment/downloads/handbook-2011.pdf">http://www.umkc.edu/assessment/downloads/handbook-2011.pdf</a></p> <p><a href="http://www.umkc.edu/assessment/index.cfm">http://www.umkc.edu/assessment/index.cfm</a></p> <p>Nathan Lindsay, Assistant Vice Provost for Assessment 816-235-6084 <a href="mailto:lindsayn@umkc.edu">lindsayn@umkc.edu</a></p>

<b>Course Expectations, Course Policies, Requirements and Standards for Student Coursework and Student Behavior</b>	<p>Include course attendance policy, exam/make-up exam policy, Blackboard use expectations, etc.</p> <p>Include specific statements about expected student behavior supportive of the student learning environment</p> <p>Include specific statements about expected student behavior in relationship to student coursework – i.e., group projects, collaboration on outside of class assignments</p>	
<b>Resources &amp; Policy Statements</b> Course syllabi must include reference to the following policy information. Instructors may – 1) copy the exact language provided below or 2) include references to the policies. In addition, instructors are encouraged to discuss aspects of these policies with students in their courses.		
<b>Academic Calendar</b>	Instructors may want to list important add, drop or withdraw dates.	<a href="http://www.umkc.edu/register/acad.asp">http://www.umkc.edu/register/acad.asp</a>
<b>Academic Honesty</b>	<p>The Board of Curators of the University of Missouri recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. Academic dishonesty, including cheating, plagiarism or sabotage, is adjudicated through the <a href="#">University of Missouri Student Conduct Code</a> and <a href="#">Rules of Procedures in Student Conduct Matters</a>.</p> <p>Academic units may have additional student codes of behavior to be referenced.</p>	<a href="#">School of Pharmacy Honor Codes</a> <a href="#">School of Medicine Honor Codes</a> <a href="#">School of Dentistry Honor Codes</a> <a href="#">School of Nursing Honor Codes</a> <a href="#">School of Law Honor Codes</a>
<b>Academic Inquiry, Course Discussion and Privacy</b>	<p><b>Faculty allowing recording</b> - University of Missouri System Executive Order No. 38 lays out principles regarding the sanctity of classroom discussions at the university. The policy is described fully in Section 200.015 of the Collected Rules and Regulations. In this class, students may make audio or video recordings of course activity unless specifically prohibited by the faculty member. However, the redistribution of any audio or video recordings of statements or comments from the course to individuals who are not students in the course is prohibited without the express permission of the faculty member and of any students who are recorded, including those recordings prepared by an instructor. Students found to have violated this policy are subject to discipline in accordance with provisions of Section 200.020 of the Collected Rules and Regulations of the University of Missouri pertaining to student conduct matters.</p> <p><u>OR</u></p> <p><b>Faculty not allowing recording</b> - University of Missouri System Executive Order No. 38 lays out principles regarding the sanctity of classroom discussions at the university. The policy is described fully in Section 200.015 of the Collected Rules and Regulations. In this class, students may not make any audio or video recordings of course activity (including those recordings prepared by an instructor), except students permitted to record as an accommodation under Section 240.040 of the Collected Rules. All other students who record and/or distribute audio or video recordings of class activity are subject to discipline in accordance with provisions of Section 200.020 of the Collected Rules and Regulations of the University of Missouri pertaining to student conduct matters.</p> <p>Those students who have written permission from the course instructor to record are not permitted to redistribute any audio or video recordings of statements or comments from the course to individuals who are not students in the course without the express permission of the faculty member and of any students who are recorded, including those recordings prepared by an instructor. Students found to have violated this policy are subject to discipline in accordance with provisions of Section 200.020 of the Collected Rules and Regulations of the University of Missouri pertaining to student conduct matters.</p>	<a href="#">Executive Order #38 (CRR 200.015)</a>
<b>Attendance Policy</b>	<p>Students are expected to attend and participate in classes.</p> <p>Advance notice of attendance policies of academic units and individual instructors should be given, and such notice should be in writing.</p> <p>Students should notify instructors of excused absences in advance, where possible.</p> <p>Students who have an excused absence are expected to make arrangements with instructors for alternative or make-up work. Such arrangements should be made in advance of the absence, where possible.</p> <p>Instructors should accommodate excused absences to the extent that an accommodation can be made that does not unreasonably interfere with the learning objectives of the course or unduly burden the instructor.</p> <p>Attendance policies shall be applied in a non-discriminatory manner.</p>	<a href="http://www.umkc.edu/catalog/attendancepolicy">http://www.umkc.edu/catalog/attendancepolicy</a>

<b>Campus Safety</b>	Inclement weather, mass notification, and emergency response guide.	<a href="http://www.umkc.edu/umkc/alert/">http://www.umkc.edu/umkc/alert/</a> <a href="http://www.umkc.edu/police">http://www.umkc.edu/police</a> <b>Police: 816-235-1515 or 911</b>
<b>Disability Support Services</b>	To obtain disability related accommodations and/or auxiliary aids, students with disabilities must contact the Office of Services for Students with Disabilities (OSSD) as soon as possible. To contact OSSD call 816-235-5696. Once verified, OSSD will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. For more information go to: <a href="http://www.umkc.edu/disability/">http://www.umkc.edu/disability/</a> .	<a href="http://www.umkc.edu/disability/">http://www.umkc.edu/disability/</a>
<b>English Proficiency Statement</b>	Students who encounter difficulty in their courses because of the English proficiency of their instructors should speak directly to their instructors. If additional assistance is needed, they may contact the UMKC Help Line at 816-235-2222 for assistance.	
<b>Grade Appeal Policy</b>	Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor. This grade appeal procedure is available only for the review of allegedly capricious grading and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as that term is used here, comprises any of the following: <ul style="list-style-type: none"> <li>• The assignment of a grade to a particular student on some basis other than the performance in the course;</li> <li>• The assignment of a grade to a particular student according to more exacting or demanding standards than were applied to other students in the course; (<b>Note:</b> Additional or different grading criteria may be applied to graduate students enrolled for graduate credit in 300- and 400-level courses.)</li> <li>• The assignment of a grade by a substantial departure from the instructor's previously announced standards.</li> </ul>	<a href="http://www.umkc.edu/catalog/gradeappeals">http://www.umkc.edu/catalog/gradeappeals</a>
<b>Discrimination Grievance Procedures for Students</b>		<a href="http://www.umsystem.edu/ums/rules/collected_rules/grievance/ch390/grievance_390_010">http://www.umsystem.edu/ums/rules/collected_rules/grievance/ch390/grievance_390_010</a>  <a href="http://www.umkc.edu/diversity/documents/complaintprocess.pdf">http://www.umkc.edu/diversity/documents/complaintprocess.pdf</a>
<b>Statement of Human Rights</b>	The Board of Curators and UMKC are committed to the policy of equal opportunity, regardless of race, color, religion, sex, sexual orientation, national origin, age, disability and status as a Vietnam era veteran. Commitment to the policy is mentored by the <a href="#">Division of Diversity, Access &amp; Equity</a> , but it is the responsibility of the entire university community to provide equal opportunity through relevant practices, initiatives and programs.	<a href="#">Division of Diversity, Access &amp; Equity</a> 5115 Oak Street (816)235-1323 Fax:(816)235-6537 <a href="mailto:umkcaffirmativeaction@umkc.edu">umkcaffirmativeaction@umkc.edu</a> <a href="http://www.umkc.edu/diversity/index.asp">http://www.umkc.edu/diversity/index.asp</a>