# **Course Syllabus**

## **Instructor Resources**

[Registrar's Intranet](https://sites.utdallas.edu/registrar-intranet/): please log in with your UTD NetID and password to access this site. Information that faculty need about grading, scheduling, and other essential aspects of our responsibilities related to teaching are made available and updated regularly in the Registrar's Intranet. This source of information can only be accessed by logging in with your UTD NetID and password. Many important faculty questions are answered here, and this is information that faculty members are expected to know and understand.

[FERPA Guidelines](https://www.utdallas.edu/registrar-intranet/faculty/ferpa-faculty-guidelines/): you will be asked to log in before you access the FERPA Faculty Guidelines webpage on the Registrar's Intranet. If faculty have additional questions about FERPA guidance, please contact the Office of the Registrar at [records@utdallas.edu](mailto:records@utdallas.edu) for the proper student consent forms and further instructions. NOTE: Class recordings from prior semesters may be used as long there are no identifiable student information due to [FERPA](https://registrar.utdallas.edu/legislative-policies/ferpa/) because instructors will need students’ written consent first. Please review your previous class recordings for identifiable student information before using them in the current term. For additional guidance, contact the [Office of the Registrar](mailto:records@utdallas.edu).

[Honorlock](https://ets.utdallas.edu/testing-center/distance-learning/): Online proctoring tool will be available for fully online courses and for classes with enrolled international students who are not yet in the United States.

[UT System Resources for Creating Accessible Course Content](https://www.utsystem.edu/sites/moer/introduction-accessibility): designed to assist faculty with developing course content

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## **Course Information**

*(course number, course title, term, any specific section title)*

## Course Prefix, Number, Section

## Course Title

## Term

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## **Professor Contact Information**

*(Professor’s name, phone number, email, office location, office hours, other information) (state time/day and how office hours will be held, e.g., physical office, BlackBoard Collaborate or MS Teams (add appropriate links) and/or phone call – optional; please ensure student’s identity in adherence to FERPA)*

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## **Course Pre-requisites, Co-requisites, and/or Other Restrictions**

*(including required prior knowledge or skills)*

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## **Course Description**

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## **Student Learning Objectives/Outcomes**

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## **Required Textbooks and Materials**

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## **Suggested Course Materials**

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## **Assignments & Academic Calendar**

*(Topics, Reading Assignments, Due Dates, Exam Dates)*

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## **Grading Policy**

*(including percentages for assignments, grade scale, etc.)*

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## **Course & Instructor Policies**

*(make-up exams, extra credit, late work, special assignments, class attendance, classroom citizenship, etc.)*

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**Class Materials**

The instructor may provide class materials that will be made available to all students registered for this class as they are intended to supplement the classroom experience. These materials may be downloaded during the course, however, these materials are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](https://policy.utdallas.edu/utdsp5003).

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## **Class Attendance**

The University’s attendance policy requirement is that individual faculty set their course attendance requirements. Regular and punctual class attendance is expected. Students who fail to attend class regularly are inviting scholastic difficulty. In some courses, instructors may have special attendance requirements; these should be made known to students during the first week of classes.

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## **Class Participation**

## Regular class participation is expected. Students who fail to participate in class regularly are inviting scholastic difficulty. A portion of the grade for this course is directly tied to your participation in this class. It also includes engaging in group or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures (and/or labs). Class participation is documented by faculty. Successful participation is defined as consistently adhering to University requirements, as presented in this syllabus. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](https://policy.utdallas.edu/utdsp5003).

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**Class Recordings**

Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the Office of Student AccessAbility has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct.](https://policy.utdallas.edu/utdsp5003)

***NOTE: if the instructor records any part of the course, then the instructor will need to add the following syllabus statement:***

## The instructor may record meetings of this course. These recordings will be made available to all students registered for this class if the intent is to supplement the classroom experience. If the instructor or a UTD school/department/office plans any other uses for the recordings, consent of the students identifiable in the recordings is required prior to such use unless an exception is allowed by law.

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## **Off-campus Instruction and Course Activities**

*(Below is a description of any travel and/or risk-related activity associated with this course.)*

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## **Comet Creed**

*This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:*

“As a Comet, I pledge honesty, integrity, and service in all that I do.”

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## **Academic Support Resources**

The information contained in the following link lists the University’s academic support resources for all students.

Please see <http://go.utdallas.edu/academic-support-resources>.

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## **UT Dallas Syllabus Policies and Procedures**

The information contained in the following link constitutes the University’s policies and procedures segment of the course syllabus. Please review the catalog sections regarding the [credit/no credit](https://catalog.utdallas.edu/now/undergraduate/policies/course-policies#credit-no-credit-classes) or [pass/fail](https://catalog.utdallas.edu/now/graduate/policies/grades#pass-fail-grading) grading option and withdrawal from class.

Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.