**COURSE SYLLABUS TEMPLATE**

**COLLEGE OF FINE ARTS**

**Course Number and Title**

**Meeting Times and Location**

**Credit Hours**

**Instructor**

**Instructor Office Location and Hours**

**Instructor Contact Information**

**Course Description**

**Course Objectives/Goals**

**Course Outline** (Topics, or, preferably, a more detailed listing of topics, assignments, assessments, papers, etc.)

|  |  |
| --- | --- |
| Week | Topic |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |
| 11 |  |
| 12 |  |
| 13 |  |
| 14 |  |
| 15 |  |

**Evaluations and Grades**

\_\_\_% of the final grade comes from \_\_\_\_\_\_\_\_\_\_\_\_ (requirement)

\_\_\_% of the final grade comes from \_\_\_\_\_\_\_\_\_\_\_\_ (requirement)

\_\_\_% of the final grade comes from \_\_\_\_\_\_\_\_\_\_\_\_ (requirement)

\_\_\_% of the final grade comes from \_\_\_\_\_\_\_\_\_\_\_\_ (requirement)

\_\_\_% of the final grade comes from \_\_\_\_\_\_\_\_\_\_\_\_ (requirement)

**Grading Scale**

|  |  |  |
| --- | --- | --- |
| **Letter Grade** | **% Equivalency** | **GPA Equivalency** |
| A |  | 4.0 |
| A- |  | 3.67 |
| B+ |  | 3.33 |
| B |  | 3.00 |
| B- |  | 2.67 |
| C+ |  | 2.33 |
| C |  | 2.00 |
| C- |  | 1.67 |
| D+ |  | 1.33 |
| D |  | 1.00 |
| D- |  | .67 |
| E, I, NG, S-U, WF |  | 0.00 |

**Class Attendance/Demeanor Policy** (This is important for all classes, but especially for those that are web-based and in which class attendance/participation contributes to the grade. In such cases, it is important to articulate clearly how class participation will be graded.)

**Making Up Exams or Other Work**

**Students with disabilities**

I will make every attempt to accommodate students with disabilities. At the same time, anyone requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide you with the necessary documentation, which you must then provide to me when requesting accommodation.

**Require texts and other materials (for texts: author, title, year, publisher)**

**Critical Dates**

**Academic Honesty**

The university’s policies regarding academic honesty, the honor code, and student conduct related to the honor code will be strictly enforced. Full information regarding these policies is available at the following links:

* Academic Honesty: <http://www.registrar.ufl.edu/catalog/policies/students.html#honesty>
* Honor Code: <http://www.dso.ufl.edu/sccr/honorcodes/honorcode.php>
* Student Conduct: <http://www.dso.ufl.edu/sccr/honorcodes/conductcode.php>

**University Counseling Services**

Contact information:

**Counseling Center**
Address:
  3190 Radio Rd.
  P.O. Box 112662, University of Florida
  Gainesville, FL 32611-2662
Phone:  352-392-1575
Web: [www.counsel.ufl.edu](http://www.counsel.ufl.edu)