# XXX#### [Course Title]

[Semester], [Year]

[Course Format (Online Synchronous, Online Asynchronous, In-person, Hybrid)],[Number of Credits]

## Instructor

[office location]

[telephone number]

[email address]

[Zoom or in-person office hours, day, time, link location]

## Teaching Assistant

[office location]

[telephone number]

[email address]

[Zoom or in-person office hours, day, time, link location]

## **Course Description**

[required: This description must match the catalog description and can be no more than 500 characters.]

## Course Learning Objectives

[required]

## **Course Overview and Purpose**

[optional, but often used to provide more details about the course in addition to description]

## Course Prerequisites

[required]

## Textbooks, Learning Materials, and Supply Fees

[required]

## Instructor Interaction Plan

[suggested, not required]

## Required Technology & How to Obtain the Technology

[suggested, not required]

## Technical skills

[suggested, not required]

## Digital information literacy skills

[suggested, not required]

## Communication Guidelines

[suggested, not required]

## Class Demeanor/Expectations

[suggested, not required]

## **General Education or Quest or Writing Objectives and Student Learning Outcomes**

[if any are applicable]

### General Education Student Learning Outcomes (SLOs)

|  |  |  |  |
| --- | --- | --- | --- |
| Student Learning Outcomes (SLOs) | General Knowledge (content) | Skills (critical thinking & communication) | SLO Assessment/Assignments |
|  |  |  |  |

### Quest Student Learning Outcomes (SLOs)

|  |  |  |  |
| --- | --- | --- | --- |
| Student Learning Outcomes (SLOs) | Module Learning Objectives which align to SLOs | Skills (content, critical thinking, connection, & communication) | SLO Assessment/Assignments |
|  |  |  |  |

## **Technical Support**

UF Computing Help Desk & Ticket Number: All technical issues require a UF Helpdesk Ticket Number. The UF Helpdesk is available 24 hours a day, 7 days a week. <https://helpdesk.ufl.edu/> | 352-392-4357

## Weekly Course Schedule

[required, but format can be adapted for each unique course]

| Week | Topic | Assessment | Due Dates |
| --- | --- | --- | --- |
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## Grading Policy

Course grading is consistent with [UF grading policies.](https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/)

## Course Grading Structure

[Required, methods by which students will be evaluated and their grade determined.]

| Assignment Type | Point Value | Percent of Final Grade |
| --- | --- | --- |
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## **Grading Scale**

[scale is required; plus and minus grades may be used but are not required]

| Grade | Points | Percentage |
| --- | --- | --- |
| A |  |  |
| A- |  |  |
| B+ |  |  |
| B |  |  |
| B- |  |  |
| C+ |  |  |
| C |  |  |
| C- |  |  |
| D+ |  |  |
| D |  |  |
| D- |  |  |
| S |  |  |

## Academic Policies and Resources

Academic policies for this course are consistent with university policies. See <https://syllabus.ufl.edu/syllabus-policy/uf-syllabus-policy-links/>

## Campus Health and Wellness Resources

Visit <https://one.uf.edu/whole-gator/topics> for resources that are designed to help you thrive physically, mentally, and emotionally at UF.

Please contact [UMatterWeCare](https://umatter.ufl.edu/) for additional and immediate support.

## Software Use

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

## Privacy and Accessibility Policies

[required for online courses, list all technology used]

* Instructure (Canvas)
  + [Instructure Privacy Policy](https://www.instructure.com/policies/privacy)
  + [Instructure Accessibility](https://www.instructure.com/canvas/accessibility)
* Zoom
  + [Zoom Privacy Policy](https://zoom.us/privacy)
  + [Zoom Accessibility](https://zoom.us/accessibility)

## Additional information

[Optional: Instructors may choose to clarify in their syllabus their teaching philosophy, expectations for classroom behavior, utilization of e-learning, grading rubrics, and other information that will help students succeed in the course.]